



## DEPARTMENT OF THE TREASURY DIVISION OF PURCHASE & PROPERTY

### PROCUREMENT SPECIALISTS

The New Jersey Department of the Treasury, Division of Purchase & Property is currently seeking applicants for Procurement Specialist positions, located in Trenton, New Jersey. These positions perform professional work of considerable difficulty including specification development; bid preparation, evaluation, recommendation, and quality assurance; and execution of contract awards in a central computerized procurement environment. Positions procuring the following goods and/or services are available: Information Technology; Professional Services; Environmental Services; and General Services.

#### **REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of experience in the purchase of commodities, materials, equipment, and/or supplies.

**SPECIAL NOTE:** In addition to the required education and experience, the ideal candidate will have excellent writing skills, solid customer service skills, and the ability to effectively communicate with a variety of agency officials and vendor representatives. All candidates should be prepared to provide an original writing sample as part of the interview process. The writing sample should be single-spaced and no more than three pages.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester credit hours being equal to one year of experience.

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one year of employment.

Salary is commensurate with education and work experience. A comprehensive benefits package is offered as well. If you are qualified and interested in this position, please submit by **email only**, your cover letter, resume and application for employment **no later than March 13, 2015** to:

Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Subject line: Procurement)

Your application for employment *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>

*New Jersey is an Equal Opportunity Employer*